

Approved Hunting Organisations (AHOs) approval and management

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Category:	DPI Hunting	Review date:	25 June 2029 or when required

Policy Statement:

It is a requirement of the *Game and Feral Animal Control Act 2002* (the Act), Part 3, Division 3, Section 19 that NSW Restricted Game Hunting Licence (R-Licence) holders must be a member of a hunting club or organisation that is approved by the Regulatory Authority. The Regulatory Authority is the Secretary Department of Regional NSW, with functions delegated to DPI Hunting (part of the Department of Primary Industries).

Approved hunting clubs or organisations are called Approved Hunting Organisations (AHOs) for the purposes of Section 19 of the Act. This policy is in place to ensure that a consistent approach is applied to the management and monitoring of AHOs under this legislation.

Scope:

This policy applies to a hunting club or organisation that applies to, or is currently approved by, the Regulatory Authority as an AHO.

This policy does not apply to any other role performed by an AHO (such as accreditation as a training provider).

Requirements:

1. Application to be an Approved Hunting Organisation

Applications by hunting clubs or organisations to be Approved Hunting Organisations must:

- Be on the approved form provided on the DPI Hunting website: www.dpi.nsw.gov.au/hunting.
- Nominate a minimum of two office bearers from the hunting club or organisation as contacts.
- Provide evidence or a statement of how the club or organisation aligns with Object 3(b) of the *Game and Feral Animal Control Act 2002*, 'to promote responsible and orderly hunting of game animals on public and private land and of certain pest animals on public land'.
- Provide members with a membership card (physical or digital) or member letter or email as proof of membership that includes the:
 - AHO name
 - member name

- membership number, and
- membership expiration date.

2. *Maintaining Approved Hunting Organisation status*

In order to maintain AHO status hunting clubs or organisations must:

- Ensure that the provision listed in 1(b) above remain current for the period that they retain AHO status.
- Notify DPI Hunting within 14 days of any circumstances that may give rise to the organisation no longer being compliant with the AHO requirements listed in this policy.
- Comply within the nominated timeframe with any requests for information from DPI Hunting as part of AHO audit processes.
- Notify DPI Hunting of any changes to the organisation's details, including the name and contact details of nominated contact officers, within 14 days of the change occurring.
- Ensure that a current, actively monitored phone number and email address is provided to DPI Hunting for the purpose of effective communication.
- Ensure the timely communication of material supplied by DPI Hunting to AHO members.
- Respond to requests to check and/or update their contact information.

3. *Audit of Approved Hunting Organisations*

DPI Hunting will audit AHOs using the following guidelines:

- Audits will be conducted annually (minimum 10%) on a randomly selected basis.
- Targeted audits will be conducted as required based on identified risks.
- AHOs will be notified of their audit in writing via email.
- AHOs must provide evidence of compliance with this policy to DPI Hunting within six weeks of the date of the email referred to in 3(c).
- All audit records will be retained by DPI for evidentiary purposes.
- Where there is concern of non-compliance, DPI Hunting may seek additional information from the AHO by a nominated date.
- AHOs who do not respond to the audit within the nominated timeframe will be determined non-compliant and may have their AHO status revoked.
- Non-compliance with an audit request or a finding of 'non-compliant' after an audit may see the organisation's AHO status revoked.
- All audited AHOs will receive correspondence within six weeks of the completion of an audit that details the audit outcomes.
- Hunting clubs or organisations that have their AHO status revoked must inform their members that they are no longer an approved organisation to ensure their members can find an alternate AHO for the purpose of renewing their NSW R-Licence.

4. *Revoking Approved Hunting Organisation status*

- Hunting clubs or organisations may have their AHO status revoked when:
 - They write to DPI Hunting advising they no longer wish to be approved.
 - DPI Hunting has been unable to contact them over a period of at least three months.
 - They are found to be non-compliant as a result of an audit, as set out in 3(g) and 3(h).

- b. Hunting clubs or organisations who have had their AHO status revoked may reapply for approval using the process in *Section 1: Application to become an Approved Hunting Organisation*.
- c. Applicants who have provided, through their Game Hunting Licence application, evidence of membership with an AHO that is revoked will be required to provide evidence of membership to an alternate AHO to support granting a Game Hunting Licence.

Roles and responsibilities

Role	Responsibility
Approved Hunting Organisations (AHOs)	• Comply with this policy and associated procedures • Maintain up-to-date contact information • Maintain contact with DPI Hunting
Program Leader Licensing, Stakeholders & Education	• Approval of AHOs • Maintenance and management of AHOs and associated policy and procedure • Audit of AHOs • Revocation of AHO status
Director DPI Hunting	• Rule on appeal of revocation of AHO status

Delegations

The Regulatory Authority has delegated the following function relating to approval of AHOs to DPI Hunting:

Delegation	Role
Approval of a hunting club or organisation (Part 3, Division 3, Section 19 <i>Game and Feral Animal Control Act 2002</i>)	• Director General, Department of Primary Industries • Director DPI Hunting • Program Leader Licensing, Stakeholders & Education

Definitions:

- **Regulatory Authority:** Secretary Department of Regional NSW, with functions delegated to the Department of Primary Industries (DPI) Hunting.
- **AHO:** Approved Hunting Organisation as constituted under the *Game and Feral Animal Control Act 2002*, including organisations formerly known as 'Approved Professional Hunting Organisations' (APHOs).
- **R-Licence:** NSW Restricted Game Hunting Licence

Revision history

Version	Date issued	Notes	By
1	01/09/2014	N/A	Director Game Licensing
2	19/10/2015	Updated 3 (a) (b) (c) Updated Departmental naming conventions.	Director Game Licensing
3	14/12/2016	Definition of AHO updated	Director Game Licensing
4	09/04/2018	Amendment to Roles and Responsibilities	Director Game Licensing
5	26/04/2023	Updated to reflect current naming conventions and other minor edits	Director DPI Hunting
5.1	11/5/2023	Added information relating to audit requirements	Director DPI Hunting
5.2	25/06/2024	Edited to reflect latest advice regarding revocation of status and evidence supplied during application	Director DPI Hunting

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